



**Montana Comprehensive Assessment System
MontCAS, Phase 2
CRT and CRT-Alternate
2008 Pre-Administration Training**

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CRT Background

- **Spring 2004 - 2005**
 - Grades 4, 8 and 10 in Reading and Mathematics
- **Spring 2006**
 - Grades 3-8 and 10 in Reading and Mathematics
- **Spring 2007**
 - Grades 3-8 and 10 in Reading and Mathematics
 - Grades 4, 8, and 10 Science Field Test
- **Spring 2008**
 - Grades 3-8 and 10 in Reading and Mathematics
 - Grades 4, 8, and 10 in Science

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CRT-Alternate Background

- **Spring 2004-2005**
 - Grades 4, 8 and 10 in Reading and Math
- **Spring 2006**
 - Grades 3-8 and 10 in Reading and Math
 - Added grades 3, 5, 6 and 7
- **Spring 2007**
 - Grades 3-8 and 10 in Reading and Math
- **Spring 2008**
 - Grades 3-8 in Reading and Math
 - Grades 4, 8, and 10 in Science

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The purpose of this training is to ensure that

- everyone understands the procedures for administration.
- the test is administered in a comparable way in all locations across the state.
- quality control procedures are utilized when returning test materials.

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The purpose of this training is also to ensure that

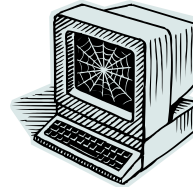
- the information collected is of high quality
 - demographic information
 - enrollment information
 - disability information
 - decisions related to the use of accommodations and the alternate assessment (CRT-Alternate)

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CRT Materials Online

- Pre-administration Power Point, 2008
- Test Coordinator's Manual
- Test Administrator's Manuals
- 2008 OPI Accommodations Manual



<http://www.opi.mt.gov/Assessment/index.html>

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CRT-Alternate Materials Online

- CRT-Alternate Administration Manual
- Secure CRT-Alternate Test Booklets
- Math, Reading and Science Standards and Expanded Benchmarks

NOTE: System Test Coordinators will download and print the manual and test booklets.



<http://www.opi.mt.gov/Assessment/Phase2.html#TAlt>

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Important Dates

(TC Manual: Page 1)

Date	System Test Coordinators Checklist
January 28-30, 2008	Receive memo mailed by Measured Progress. The memo contains the password necessary for access to the CRT-Alternate Test Booklets online.
February 4-5, 2008	Statewide Test Administration Conference
February 4-8, 2008	Download and print: <ul style="list-style-type: none"> •CRT-Alternate Test Administration Manual •CRT-Alternate Test Booklets for teachers administering the alternate assessment. NOTE: Test Coordinators need the password received January 28 – 30, 2008 from Measured Progress.
February 7, 2008	CRT Administration Manuals posted online.

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Important Dates ..

Dates	Events
February 7-11, 2008	Receive <i>CRT Test Coordinators Manual(s)</i> , Pre-Administration Training CDs, CRT-Alternate Materials Kits and Training CD shipped by Measured Progress.
February 7-11, 2008	Receive <i>OPI Test Security Guidelines</i> , CD with training PowerPoint, and non disclosure forms mailed by OPI.
February 19- 25, 2008	Receive in separate shipments from Measured Progress <ul style="list-style-type: none"> •CRT testing materials •CRT-Alternate student kits for returning the tests
February 11-March 26, 2008	CRT-Alternate Assessment testing window
March 3-26, 2008	CRT testing window

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Important Dates ..

March 27, 2008	Last Day to schedule UPS pickup for CRT and CRT-Alternate Used Student Response booklets and other testing materials NOTE: Please see page 31-33 of the <i>2008 CRT and CRT-Alternate Test Coordinator's Manual</i> for detailed instructions.
March 28, 2008	Last Day to ship via UPS used CRT and CRT-Alternate Student Response booklets and other test materials to be returned to Measured Progress
April 1, 2008	UPS automatic pickup of all other test materials (if a pickup was not scheduled with UPS before March 27) NOTE: Failure to return your answer documents on this date will delay the release of statewide results.
June 2, 2008	Reading and Math summary and rosters reports available online via new online reporting system (MPRS)
August 25, 2008	Science summary and roster reports available online via new online reporting system (MPRS)
September, 2008	Receive Reading, Math, and Science Parent Reports and labels shipped by Measured Progress.

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What's New for 2008?

(TC Manual: p. 2)

- No Class ID sheets for the **CRT** or the **CRT-Alternate**.
- Only 8 Forms instead of 16 for the CRT.
- Used **CRT** Student Response Booklets should be returned separately by grade in the prepaid (2-day UPS) pre-labeled return shipping boxes. The **CRT-Alternate** Test Booklet, Evidence Template, Teacher Recording Sheet, Student Response Booklet, and Material Replacement Form (if necessary) should be returned separately from the CRT material in the **CRT-Alternate** return bag with the UPS label pre-affixed for each student. (please see pages 31-33 of TCM)

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What's New for 2008? ..

Coding on Student Response Booklet

- Vocational concentrator coding in grade 10 is no longer required
- Page 2: Three sections to be completed by school test coordinator after testing
- Section 1: Public and private schools accredited by the Montana Board of Public Education—demographic information
 - Definition of former LEP student is on page 35.
 - Reminder that any student participating in the alternate assessment must be identified as a special education student with an IEP in the AIM student information system.
 - NOTE: Not new this year, but definition of academic year is on page 36 of the Glossary of the Test Coordinators Manual.
- Section 2: Public and private schools accredited by the Montana Board of Public Education—accommodations information.
 - Numbering from #s 26 -28 in the standard accommodations and #s 29-32 in the non-standard accommodations has changed because the former standard accommodation #26 was removed.
- Section 3: Only for private schools not accredited by the Montana board of Public Education
 - First box is required
- Information on gender, ethnicity, or program is optional

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Structure and Format (CRT) (TC Manual: p. 4)

- Common items (scored items)
- Embedded field test items (items not scored)
- Types of questions include
 - Multiple-Choice
 - Short-Answer (math computation sessions)
 - Constructed-Response
- One test booklet per student (8 forms/grade)
- One Student Response Booklet per student (except for grade 3)

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Use of Calculators

(TC Manual: Appendix A)

- Allowed only on certain math sessions, check each grade individually
- Other use is considered a test irregularity and can result in the voiding of results
- Types of calculators
 - Calculator student regularly uses in classroom
 - Suggested Calculators
 - Grades 3-6: four-function calculator
 - Grades 7-8: scientific calculator
 - Grade 10: graphing calculator

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Test Security

(TC Manual: p. 4)



All test items and responses to those items in the **CRT** are secure materials and may not be discussed, copied or duplicated in any way or retained in the school after testing is completed.

It is very important to review test security information with test administrators during test administration training.

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OPI Test Security

- Any concern about breaches in test security or noncompliance with test administration procedures must be reported immediately to the principal, system test coordinator and State Assessment Director.
- *OPI Guidelines and Procedures for Test Security* is online: <http://www.opi.mt.gov/>
- This OPI publication outlines procedures for reporting testing irregularities and should be made available to system superintendents, principals, and test administrators.

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All Means All (TC Manual: p. 9-10)

ALL students in accredited schools must participate including:

- Students identified as having disabilities including students with 504 plans
- Students identified as having Limited English Proficiency
- Part-time students—in systems 181 hours or more for the school year and not yet 19
- Foreign exchange students (results will NOT be included in averages)
- Students in private accredited schools (results will NOT be included in state averages)

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Other Students Who **May** Participate (TC Manual: p. 11)

- Students not enrolled in an accredited Montana school. May include the following:
- Students who are home schooled who's have requested to be tested in an accredited school
- Students in private schools not accredited by the Montana Board of Public Education
- Results will NOT be included in averages

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Reporting Exclusions

EXCLUDED FROM AVERAGES	MUST PARTICIPATE	MAY PARTICIPATE
FOREIGN EXCHANGE STUDENT	YES	
STUDENTS NOT ENROLLED IN AN ACCREDITED MONTANA SCHOOL		YES
STUDENTS ENROLLED IN A PRIVATE ACCREDITED SCHOOL	YES	
STUDENTS ENROLLED IN A PRIVATE NON-ACCREDITED SCHOOL		YES
STUDENTS ENROLLED PART-TIME (LESS THAN 181 HRS.) TAKING A MATHEMATICS OR READING COURSE		YES
1 ST YEAR IN US LEP STUDENTS -Must participate in math but results not calculated in averages -May participate in reading or be administered a language test of the school's choice	YES	

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Options for Participation

(TC Manual: p. 14)

The CRT without accommodations ➤ For any student	The CRT with standard accommodations (28) ➤ For any student
The CRT with nonstandard accommodations (4) ➤ For students with an IEP/504/LEP plan ➤ Students tested with a nonstandard accommodation will be counted as “not participated” and given a score of 200 or Novice.	The CRT-Alternate ➤ For students with an IEP plan meeting eligibility requirements outlined by OPI ➤ Students who participate in the CRT –Alternate must participate in both reading math, and science when applicable.

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Accommodations

(TC Manual: p. 16-18)

Standard accommodations *do not change* what we expect students to know and be able to do.

Test accommodations are based on individual student needs and classroom assessment practice; they are not for the use by an entire classroom or category of students.

They should not give students unfair advantages; rather they are meant to remove barriers that may exist due to a student’s learning style or disability.

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OPI Guidelines and Procedure for CRT Accommodations

- Training CD mailed by OPI to system test coordinators on Feb. 7th
- <http://www.opi.mt.gov/Assessment/Phase2.html#Accom>

Accommodations ..

A school NEEDS to:

- √ support classroom teachers through the accommodations decision-making process.
- √ standardize the accommodation administration process and plan the resources necessary for large-scale implementation.
- √ ensure that the students' records include the decisions made to inform both current instruction and future educational planning.

CRT Accommodations

- **28 Standard Accommodations**
 - Available to all students
 - Code all that apply
- **4 Nonstandard Accommodations**
 - Code all that apply
 - Must be a documented accommodation in student's IEP plan
 - Student's score will not be counted as participants
 - Student's scores will not be calculated in averages

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Eligibility for the CRT-Alternate (TC Manual: p. 12)

- The **CRT-Alternate Assessment** was designed for students who are unable to participate in the regular CRT, even with accommodations. Only IDEA-eligible students with significant cognitive disabilities are eligible to participate in the CRT-Alternate.

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Eligibility for the CRT-Alternate

1. Does the student have an active IEP and receive services under the Individuals with Disabilities Education Act (IDEA)?
2. Do the student's demonstrated cognitive abilities and adaptive behavior require substantial adjustments to the general curriculum?

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Eligibility for the CRT-Alternate ..

3. Do the student's learning objectives and expected outcomes focus on functional application of skills, as illustrated in the student's IEP's annual goals and short-term objectives?
4. Does the student require direct and extensive instruction to acquire, maintain, generalize and transfer new skills?

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Eligibility for the CRT-Alternate ...

- If you answer “NO” to any of the four questions, the student must participate in the regular CRT. If ALL answers are “YES,” the student is eligible to take the alternate and considered to be a student with a significant cognitive disability. This eligibility needs to be included in an IEP.
- Only System Test Coordinators download CRT-Alternate test booklets from a secure Web site using a password.

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Determining Accommodations for LEP/ELL Students

Accommodations should be based on




- individual needs of the student and classroom performance.



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Limited English Proficiency (LEP/ELL) refers to

-  Individuals who were not born in the US or whose native language is a language other than English; OR
-  Individuals who come from an environment where a language other than English is dominant; OR
-  Individuals who are American Indian and Alaskan Natives who come from environments where a language other than English has had a significant impact on their level of language proficiency; and who, by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language.